

M e m o r a n d u m

Date: November 10, 2009

To: Governor's Protection Detail Section - South
Attention: Captain R. J. Okashima

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.015989.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on September 8 - 9, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 380 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total sample size of 55 items. Each OPI inventory list was stratified (c) and the results rounded up to the next whole number (d) to ensure all inventory lists were proportionally represented in the statistically-valid sample.

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	10	2.63%	1.39	2
Telecommunications	286	75.26%	39.89	40
Fleet	18	4.74%	2.51	3
Weapons	66	17.37%	9.21	10
Total	380			55

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 43 of the 55 items were located. One item was not available for inspection since the employee was out of the office. Four items could not be located, one of

Safety, Service, and Security

November 10, 2009

which may have been assigned to the Area in error. The Area should contact the location where the Area believes the item is located to confirm its current disposition. The Area should then issue a CHP 266, Credit Memo – Equipment form to transfer the item. Additionally, seven items were transferred to other location codes. Two of the seven transferred items are currently assigned to Governor's Protection Detail Section – 027, but utilized by Dignitary Protection Section – 024 and require a CHP 266 form be completed and processed. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment located at the command to the OPI inventory list, all six of the items reconciled.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by February 10, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.


M. C. A. SANTIAGO
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Protective Services Division
Telecommunications Section
Office of Inspections

OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
GOVERNOR'S PROTECTION DETAIL SECTION SOUTH
September 8 - 9, 2009

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Portable Radio	R56514	X					Lost since 1997.
Hand-Held Radio	R63022	X					Not previously assigned to 027 - CHP 266 req'd.
Hand-Held Radio	R68059				X		CHP 266 issued and attached to report.
Hand-Held Radio	R69698			X	X		CHP 266 issued and attached to report. Add serial # 355AXE0663.
Hand-Held Radio	R75017	X					Unable to locate.
Hand-Held Radio	R78138					X	Sergeant out of office.
Battery Charger - Radio	R82537				X		Used by 024 - CHP 266 required.
Battery Charger - Radio	R82546				X		Used by 024 - CHP 266 required.
Battery Charger - Radio	R87366	X					Item lost - see memorandum for removal request from inventory.
Cellular Telephone	R99838				X		CHP 266 issued and attached to report.
Cellular Telephone	R99847				X		CHP 266 issued and attached to report.
Cellular Telephone	R99856				X		CHP 266 issued and attached to report.

ATTACHMENT B

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	[REDACTED]	[REDACTED]	X					
2	[REDACTED]	[REDACTED]	X					
EQUIPMENT TO INVENTORY LIST								
1	132295 ROUTER	JMX0803L557	X					

LEGEND
 (I) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
GOVERNOR'S PROTECTION DETAIL SECTION SOUTH - 027

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT											
1	R40647	Mobile Radio	[REDACTED]	[REDACTED]		X					
2	R41361	Mobile Radio	[REDACTED]	[REDACTED]	9520477	X					
3	R56514	Portable Radio					X				Lost since 1997.
4	R58382	Mobile Radio	[REDACTED]	[REDACTED]	9934761	X					
5	R63022	Hand-Held Radio	18190	[REDACTED]	402AWW4980		X			X	Not previously assigned to 027 - CHP 266 required.
6	R63048	Hand-Held Radio	14139	[REDACTED]	402AWW6270	X					CHP 266 issued and attached to report.
7	R68059	Hand-Held Radio	South Prog		355AXA0282				X		
8	R68115	Hand-Held Radio			355AXA0263	X					
9	R69682	Hand-Held Radio			355AXE0859	X					
10	R69698	Hand-Held Radio							X	X	CHP 266 issued and attached to report. Add serial # 355AXE0663
11	R69836	Hand-Held Radio			355AXE1101	X					
12	R71849	Battery Charger - Radio				X					
13	R75017	Hand-Held Radio			355AXE0936			X			Unable to locate.
14	R77194	Control Head - Mobile	[REDACTED]	[REDACTED]		X					
15	R78032	Hand-Held Radio			355AYU3882	X					
16	R78138	Hand-Held Radio			355AYU3956		X				Unavailable - Sgt. not in office.
17	R80047	Control Head - Mobile	[REDACTED]	[REDACTED]		X					
18	R82537	Battery Charger - Radio				X				X	Used by 024 - CHP 266 required.
19	R82546	Battery Charger - Radio				X				X	Used by 024 - CHP 266 required.
20	R82549	Battery Charger - Radio				X					
21	R87294	Battery Charger - Radio				X					
22	R87348	Battery Charger - Radio				X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
GOVERNOR'S PROTECTION DETAIL SECTION SOUTH - 027

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
23	R87366	Battery Charger - Radio				X				Item lost - see memorandum for removal request from inventory.
24	R87370	Battery Charger - Radio	Single		X					
25	R87371	Battery Charger - Radio	Single		X					
26	R87468	Battery Charger - Radio	Single		X					
27	R87479	Battery Charger - Radio	Single		X					
28	R87493	Battery Charger - Radio			X					
29	R88024	Mobile Radio		412CDG0718	X					
30	R88037	Mobile Radio		412CDG0697	X					
31	R90562	Hand-Held Radio		355CEC0993	X					
32	R95872	Portable Radio	XTS5000	721CFK1310	X					
33	R95955	Portable Radio	XTS5000	721CFK1154	X					
34	R95988	Portable Radio	XTS5000	721CFK1095	X					
35	R96039	Portable Radio	XTS5000	721CFK1279	X					
36	R99838	Cellular Telephone		A00000074A0BAC				X		CHP 266 issued and attached to report.
37	R99842	Cellular Telephone		A00000074A0297	X					
38	R99846	Cellular Telephone		A00000074A0C8F	X					
39	R99847	Cellular Telephone		A00000074A0258				X		CHP 266 issued and attached to report.
40	R99856	Cellular Telephone		A00000074A0BCC				X		CHP 266 issued and attached to report.

LEGEND
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CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
GOVERNOR'S PROTECTION DETAIL SECTION SOUTH - 027

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST										
1	R69896	Hand-Held Radio								
2	R71722	Battery Charger - Radio		355AXE0577	X					
3	R82545	Battery Charger - Radio			X					
4	R88057	Mobile Radio		412CDG0672	X					

LEGEND

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ATTACHMENT D

**CALIFORNIA HIGHWAY PATROL
2009 FLEET INSPECTION**

ATTACHMENT D

GOVERNOR'S PROTECTION DETAIL SECTION SOUTH - 027

	EQUIPMENT ID	LICENSE NUMBER	MANUFACTURER	MODEL	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1					X					
2					X					
3					X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT E

August 18, 2009

Comments

August 18, 2009

Issued to officer

Comments

Department of California Highway Patrol
Complete Area Inventory
027 - Governor's Protective Detail - South

Attachment E

August 18, 2009

Issued to officer: [REDACTED]

Officer Issued Weapons Total: [REDACTED]

Area Issued Weapons

Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]
[REDACTED]

Issued to Area/Division: [REDACTED]

Ser#

Control#

Comments

[REDACTED]

[REDACTED]

Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]
[REDACTED]

Issued to Area/Division: [REDACTED]

Colt - Carbine

(202) Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]
[REDACTED]
[REDACTED]

Issued to Area/Division: [REDACTED]

Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]

Department of California Highway Patrol
Complete Area Inventory
027 - Governor's Protective Detail - South

Attachment E

August 18, 2009

Issued to Area/Division:

Issued to Area/Division

Ser#

Control#

Comments

Issued to Area/Division:

Area Issued Weapons Total:

Area Grand Total:

um

C O N F I D E N T I A L

Date: August 6, 2009

To: Protective Services Division

From: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Dignitary Protection Section

File No.: 027.13231.13356

Subject: LOSS OF STATE-OWNED EQUIPMENT

[REDACTED]

[REDACTED]

[REDACTED]

Should you have any questions, please contact Lieutenant Steve Shenian at (213) 897-3081.

R. J. OKASHIMA, Captain
Commander

Attachment(s)

M e m o r a n d u m

Date: August 7, 2009

To: Dignitary Protection Section

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Dignitary Protection Section

File No.: 027.13231.13356

Subject: GOVERNOR'S PROTECTION DETAIL-SOUTH (027) 2009 INVENTORY
CERTIFICATION MEMORANDUM

The Dignitary Protection Section-South, completed its 2009 annual inventory of equipment and vehicles. All items listed in the property record, telecommunications and vehicle printouts, dated 6/16/2009, were inventoried per HPM 11.2, Materials Management Manual, Chapter 8. The following is an explanation of the changes requested as listed on the CHP 24, Physical Inventory Adjustment Request:

- Iridium Satellite Phone R100689 was transferred into the unit and should be added to the property record inventory report. See attached CHP 266
- Battery Charger R87366 is listed on the telecommunications printout. It was issued to Officer Andrew Ryan, #11345, who passed away on 4/22/2009. The Battery Charger is lost and should be deleted from the telecommunications printout. See attached memorandum and CHP 216.
- Battery Charger R82539 is listed on the telecommunications printout. It was reported lost on 7/27/2009 and should be deleted from the telecommunications printout. See attached memorandum and CHP 216.
- Hand-Held radio R69575 is listed on the telecommunications printout. It was reported lost on 7/27/2009 and should be deleted from the telecommunications printout. See attached memorandum and CHP 216.

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PHYSICAL INVENTORY ADJUSTMENT REQUEST

CHP 24 (Rev. 11-00) OPI 076

DISTRIBUTION:
WHITE & YELLOW - Return with inventory
package through chain-of-command.
PINK - Keep at command

DATE
08/07/2009

TO Fiscal Management Section, Inventory Control Unit	FROM (COMMAND) Governor's Protection Detail-South	LOCATION CODE 027
PHYSICAL INVENTORY PERFORMED 6/23/2009	PERSON CONDUCTING INVENTORY Officer Reyes, #13207	TELEPHONE NUMBER (213) 897-3081
		<input checked="" type="checkbox"/> Public <input type="checkbox"/> CALNET

☐ Report complete - all items located

☒ Make changes listed below

C = CORRECTION to PRINTOUT (Check Box in Appropriate Area)				D = DELETION	A = ADDITION	ADDITIONS ONLY (if known)			
CHP TAG NUMBER	SERIAL NUMBER	C	MANUFACTURER'S NAME	C	ITEM DESCRIPTION	C	D	A	PURCHASE NUMBER
R100689	30021401029 6350		Iridium		Satellite Phone			X	
R87366			Motorola		Battery Charger-Radio		X		
R82539			Motorola		Battery Charger-Radio		X		
R69575	355AXE0900		Motorola		Hand-Held Radio		X		
R95791	412CFM0617		Motorola		Mobile Radio, Vehicle [REDACTED]			X	

TRANSFERS (A signed CHP 266, Credit Memo, or CHP 57, Motor Vehicle Assignment and Transfer, must be attached as documentation for each transfer)

CHP TAG NUMBER	SERIAL NUMBER	ITEM DESCRIPTION	TO LOC. CODE

COMMANDER'S SIGNATURE

DIVISION CHIEF'S SIGNATURE

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
CREDIT MEMO - EQUIPMENT
CHP 266 (Rev. 10-07) OPI 076

☒ Return ☐ Repair ☐ Transfer
☐ Loan, return by:

FROM (COMMAND NAME) Governor Protection Detail - South	LOCATION CODE 027	PREPARED BY Officer Paul Reyes 13207	DATE 07/27/2009
TO (COMMAND NAME) Telecommunications Warehouse	LOCATION CODE 047T	NUMBER BOXES/PIECES IN THIS SHIPMENT 1 box	
SHIPPED VIA <input type="checkbox"/> SSU Truck <input checked="" type="checkbox"/> Other (specify)		DRIVER'S SIGNATURE	

EQUIPMENT
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

	CHP NUMBER (Incl X, AF, SF, R #s)	SERIAL NUMBER	UNIT	DESCRIPTION	CHECK IF DEFECTIVE	HQ USE ONLY	
						STOCK	SURVEY
027 -	R99838	A00000074A0BAC	EA	LG8350 CELL PHONE - FLIP	✓		
	R99845	A00000074A0C93	EA	LG8350 CELL PHONE - FLIP	✓		
027 -	R99847	A00000074A0258	EA	LG8350 CELL PHONE - FLIP	✓		
027 -	R99856	A00000074A0BCC	EA	LG8350 CELL PHONE - FLIP	✓		
	R99925	A000000733EFE8	EA	LG8350 CELL PHONE - FLIP	✓		
	R100078	A000000733EA89	EA	LG8350 CELL PHONE - FLIP	✓		
	R100081	A000000733F04D	EA	LG8350 CELL PHONE - FLIP	✓		
	R100206	A0000007348AF9	EA	LG8350 CELL PHONE - FLIP	✓		
127 -	R68059	355AXA0282 X	EA	Motorola MT2000 Hand Held radio	✓		
	R68154	355AXA0181 X	EA	Motorola MT2000 Hand Held radio	✓		
	R69652	355AXE0555 X	EA	Motorola MT2000 Hand Held radio	✓		
127 -	R69698	355AXE0663 X	EA	Motorola MT2000 Hand Held radio	✓		
	R75064	355AXE0992 X	EA	Motorola MT2000 Hand Held radio	✓		
	R78051	355AYU3864 Z	EA	Motorola MT2000 Hand Held radio	✓		
	R69639	355AXE0536 X	EA	Motorola MT2000 Hand Held radio	✓		
	R69838	355AXE1091 X	EA	MOTOROLA MT2000 Hand Held Radio	✓		

RECEIVED BY (SIGNATURE) <i>Victor Jorin</i>	PRINTED NAME VICTOR JORIN	DATE 8-17-09	AUTHORIZED BY
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Destroy Previous Editions